

**Attachment D - Archived File Labeling Instructions  
(Six Part Folder Files)**

1 <sup>st</sup> Page Label	2 <sup>nd</sup> Page Label	3 <sup>rd</sup> Page Label
<ul style="list-style-type: none"> <li>• Application Form CPA-1200</li> <li>• Application Evaluation &amp; Ranking Worksheet (the one that supports the contract-destroy any inconsequential ranking information);</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Self-Assessment Workbook (CSP)</li> <li>• Form CPA-153</li> <li>• Form CPA-152</li> <li>• Signature Authority documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Form CPA-13</li> <li>• Appeals and Mediation Records (including all correspondence regarding contract status)</li> <li>• Conservation Assistance Notes related to contract management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Bank:</b> For an active contract, this cover includes conservation plan information which will be removed prior to archiving and maintained in the client's Conservation Plan (Cooperator) file.</li> </ul>
4 <sup>th</sup> Page Label	5 <sup>th</sup> Page Label	6 <sup>th</sup> Page Label
<ul style="list-style-type: none"> <li>• Form CPA-1155</li> <li>• Form CPA-1156</li> </ul>	<ul style="list-style-type: none"> <li>• Operation &amp; Maintenance (O&amp;M) Agreements and Job Sheet for practices that have exhausted their lifespan.</li> <li>• <b>NOTE:</b> For practices still within their lifespan, transfer the O&amp;M information and Job Sheets to the Conservation Plan (Cooperator) file.</li> </ul>	<ul style="list-style-type: none"> <li>• Form CPA-1245</li> <li>• Form SF-1199A</li> <li>• <b>NOTE:</b> A copy of the applicable SF-1199A can be included in the archive file if the form needs to be maintained in the Field Office file for active contracts.</li> <li>• Invoices/receipts for AA and AM Contract items</li> </ul>